

STATE OF UTAH
DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING
APPLICATION FOR LICENSURE
PLUMBER

APPLICATION INSTRUCTIONS AND INFORMATION

General Statement: The Utah Division of Occupational and Professional Licensing (DOPL) desires to provide courteous and timely service to all applicants for licensure. To facilitate the application process, **submit a complete application form including all applicable supporting documents and fees.** Failure to submit a complete application and supply all necessary information will delay processing and may result in denial of licensure. The fees are for processing your application and will not be refunded. **Please read all instructions carefully.**

Address of Record: The address you provide on this application will be your address of record. All correspondence from DOPL will be sent to that address. You are responsible to directly notify DOPL of any change to your address of record. Do not rely on a forwarding order.

Social Security Number: Your social security number is classified as a private record under the Utah Government Records Access and Management Act. It is used by DOPL as an individual identifier. It is also used for child support enforcement pursuant to Subsection 78-32-17(3) and is mandatory pursuant to Subsection 58-1-301(1), Utah Code Ann., which implements 42 U.S.C. 666(a)(13). If an SSN is not provided, the application is incomplete and may be denied.

SUPPORTING DOCUMENTS AND FEES:

In addition to submitting a completed application, complete the following:

1. Submit a **\$110.00** non-refundable application-processing fee, made payable to "DOPL."

NOTE: **If you are using this application to reinstate** your Utah plumber license that has been expired for more than two years, you must also submit an additional \$50 reinstatement fee in addition to completing all other requirements outlined in this application. The total fee for reinstating a license expired more than two years is \$160.

2. Submit documentation according to the licensure level for which you are applying.

If you want your military experience considered, submit your DD214's.

NOTE: Each year of work experience must include at least 2,000 hours; no more than one year of work experience can be credited for each 12-month period. [See Utah Construction Trade Licensing Act Rules R156-55a-302b(2).]

- A. If you are applying for **licensure as an apprentice plumber**, have your employer complete the “Supervision of Apprentice Plumber” form (*attached to this application*) and return it to you for submission with this application.
- B. If you are applying for **licensure as a journeyman plumber**, submit an official transcript showing successful completion of an approved apprenticeship program **AND** a completed “Employer’s Verification Form” (*attached to this application*) from each of your supervising licensed plumbers documenting at least 8,000 hours of training as a licensed apprentice plumber in not less than 4 years.

NOTE: Have the school send the transcript to you for inclusion with your application. The transcript must be in a sealed envelope, bearing the school’s stamp/seal on the envelope flap.

OR

If you have been working for an **exempt employer** in Utah you may submit one or more completed “Employer’s Verification Form” documenting 16,000 hours of experience in not less than 8 years, as an apprentice plumber under the supervision of a licensed journeyman plumber.

- C. If you are applying for **licensure as a residential journeyman plumber**, submit an official transcript showing your successful completion of an approved apprenticeship program **AND** a completed “Employer’s Verification Form” (*attached to this application*) from each of your supervising licensed plumbers documenting at least 6,000 hours of training as a licensed apprentice or residential apprentice plumber in not less than 3 years.

NOTE: Have the school send the transcript to you for inclusion with your application. The transcript must be in a sealed envelope, bearing the school’s stamp/seal on the envelope flap.

OR

Submit one or more completed “Employer’s Verification Forms” (*attached to this application*) documenting 12,000 hours of experience in not less than 6 years, in a maintenance or repair trade for which 75% of the work was directly involved in the plumbing trade.

ADDITIONAL IMPORTANT INFORMATION:

1. Applicants who obtained their initial license as a journeyman in either Idaho or Montana and passed the “Hands-on” practical test for that state do not need to take the Utah hands-on practical test. They, however, are required to take the journeyman written test and meet the other Utah licensing requirements.

2. **Utah Plumbers Licensing Examination for Journeyman Plumber/Utah Plumbers Licensing Examination for Residential Journeyman Plumber:** You will not be allowed to test unless your application has been submitted and approved by DOPL.

PSI the testing provider will not register you for any examination unless you have been approved by DOPL. See PSI’s Candidate Information Bulletin for examination dates and fees and other examination information. Contact PSI www.psiexams.com or (800) 733-9267.

3. **Examination Fees:** There are separate fees for all examinations. It is the responsibility of the applicant to submit the fees directly to the testing agency.
4. **Law and Rules:** You are required to understand all Utah laws and rules pertaining to your practice as a plumber. The following applicable laws and rules are available on the Internet at www.dopl.utah.gov:
 - Division of Occupational & Professional Licensing Act
 - General Rules of the Division of Occupational & Professional Licensing
 - Utah Construction Trades Licensing Act
 - Plumber Licensing Rules
5. **Current Documents:** Applications, statutes, rules, and forms are occasionally changed. Go to www.dopl.utah.gov to ensure you have the most recent version of these documents.
6. **Temporary License:** The state of Utah does not issue temporary licenses to plumbers. You must obtain your license **prior** to performing any plumbing work. Credit for unlicensed work time in Utah will not be granted. A first time licensed apprentice plumber can work for 30 days from the date of their application payment receipt. They must keep the receipt on their person while working, until they receive their license.
7. **Apprenticeship:** The beginning date of an apprenticeship or training program is the date upon which the applicant is approved for Utah licensure as an apprentice.

Applicants who have begun a plumbing apprentice in another state may request to have credit for that portion of the apprenticeship or trainee ship completed in the other state if DOPL and the board find that the program in the other state is equal to the apprenticeship or trainee ship program required in the State of Utah. The burden for demonstrating equivalency of the out-of-state apprenticeship or trainee ship program lies with the applicant. Equivalency may be demonstrated by documentation of the curriculum and training which is required as a part of the program of the other state.

8. **License Renewal:** All plumber licenses expire on Nov. 30 of each even-numbered year.

Unlike many other states, Utah's license renewal schedule **is not** based on the licensee's date of initial licensure. Under Utah's renewal system, all licenses in each profession expire as a group on the same day every two years. Therefore, the length of a licensee's first renewal cycle depends on how far into the current renewal cycle initial licensure was obtained. Each renewal cycle thereafter is for a full two years.

Additionally, the fee paid with this application for licensure is an application-processing fee only. It does not include a renewal fee. Each licensee is responsible to renew licensure **PRIOR** to the expiration date shown on the current license. Approximately two months prior to the expiration date shown on the license, renewal information is disseminated to each licensee's last address of record, as provided to DOPL.

9. **Updating Address Information:** It is your responsibility to maintain a current address with DOPL. If your address is incorrect, you will not receive renewal notices or other correspondence. Address changes can be made online at www.dopl.utah.gov.
10. **Name Change:** If you have been licensed by DOPL under any other name, please submit documentation of your name change (*i.e. copy of a marriage license or divorce decree*).
11. **Ceremonial Certificate of Licensure:** After obtaining your license from DOPL, you can order a Ceremonial Certificate of Licensure, printed on parchment paper with original signatures and an embossed gold seal. Order forms can be obtained at www.dopl.utah.gov.

12. Mail Complete Application to:

By U.S. Mail

Division of Occupational & Professional Licensing
P.O. Box 146741
Salt Lake City, Utah 84114-6741

By Delivery or Express Mail

Division of Occupational & Professional Licensing
160 East 300 South, 1st Floor Lobby
Salt Lake City, Utah 84111

13. **Telephone Numbers:** (801) 530-6628
(866) 275-3675 – Toll-free in Utah

14. **Fax Number:** (801) 530-6511

15. **Answers to Commonly Asked Questions:**

Q. How many types of plumber licenses are available?

A. There are three (3) types of licenses available: Apprentice, Journeyman, and Residential Journeyman.

Q. Is the practical test written or hands-on and how often is it given?

A. The practical test is a hands-on test and is generally given the first Saturday during the months of February, April, June, August, October and December.

Q. How can I get a temporary Permit?

A. There are no temporary permits. However as a first time licensed apprentice plumber you can work for 30 days from the date on your application payment receipt. You must keep the receipt on your person while working, until you receive your license.

Q. What form of documentation is acceptable to verify previous work experience?

A. The "Employer's Verification Form" is included in this application.

Q. What if my employer is no longer in business or deceased?

A. A letter from another responsible individual such as a local plumbing and/or building inspector, supervisor, former owner, or corporate officer may be acceptable. DOPL cannot tell until they see the letter(s).

Q. How much credit will I get for unlicensed experience such as maintenance, military, or mine work?

A. If the experience was in violation of licensing laws or between the ages of 16-18, NO credit can be given, unless the experience was obtained in a Federal Office of Apprenticeship Training "School to Apprenticeship Program." Maintenance, military (*provide DD214*), or mine experience that was exempt from licensing laws may receive some credit depending on the nature of the work performed.

Q. Who can sponsor me as an apprentice?

A. The person or firm who has control of your hiring, employment and training and who can guarantee compliance with the licensing laws (*including the appropriate journeyman to apprentice ratios*) and can guarantee compliance with IPC codes may sponsor you as an apprentice. In general, this will be a licensed plumbing contractor or an organization with the above control such as a plumbers union. Employers who are exempt from licensing may not sponsor apprentices unless they have appropriately licensed individuals as supervisors in a one-on-one ratio.

Q. What form of documentation must I provide to receive credit for previous schooling, or how much credit can I get for schooling experience?

A. An official transcript and a copy of your degree or diploma will be required. The documentation must show schooling that is directly and significantly related to "plumbing work" as covered by the IPC, in order to qualify for credit. Maximum benefits from apprenticeship are received by concurrent on-the-job training and related schooling.

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APPLICATION FOR LICENSURE

GENERAL INFORMATION

License Applying For: (*Choose only one.*)

- ☐ Apprentice Plumber
- ☐ Journeyman Plumber
- ☐ Residential Journeyman Plumber

Is this application for reinstatement of a license previously held in Utah? ☐ Yes ☐ No

Social Security Number: ____-____-____

Last Name: _____ Maiden Name: _____

First Name: _____ Full Middle Name: _____

Gender: ☐ Male ☐ Female Date of Birth: ____/____/____

Have You Ever Held A Utah License Before? ☐ Yes ☐ No

If Yes, Name of Profession: _____

If Yes, License Number: _____

MAILING ADDRESS:

Street: _____

City: _____ State: _____ Zip: _____

Telephone and Cell Numbers: _____ Email: _____

DO NOT WRITE IN THIS SECTION - FOR DIVISION USE ONLY

License/Certificate Number: _____

Date License/Certificate Approved: ____/____/____

Approved By: _____

Date License/Certificate Denied: ____/____/____

Denied By: _____

Reason for Denial/Other Comments: _____

AFFIDAVIT FOR UTAH LAWS AND RULES

I understand that it is my responsibility to read and understand all statutes and rules pertaining to my practice as a plumber in the state of Utah and I agree to comply with such.

Signature of Applicant: _____ Date: ____/____/____

APPRENTICESHIP TRAINING FOR JOURNEYMAN AND RESIDENTIAL JOURNEYMEN APPLICANTS: *(Use additional sheets if necessary.)*

Name of Institution: _____

Location: _____

Dates Attended: from ____/____/____ to ____/____/____

Name of Institution: _____

Location: _____

Dates Attended: from ____/____/____ to ____/____/____

Name of Institution: _____

Location: _____

Dates Attended: from ____/____/____ to ____/____/____

LICENSES:

List all licenses, registrations, or certifications issued by any state, which you now hold or have ever, held as a plumber. *(Use additional sheets if necessary.)*

Issuing State: _____ Title: _____

Original Issue Date: ____/____/____ Expiration Date: ____/____/____

Exam Type: _____

Issuing State: _____ Title: _____

Original Issue Date: ____/____/____ Expiration Date: ____/____/____

Exam Type: _____

(Continued on next page.)

PLUMBING EMPLOYMENT RECORD: Chronologically list each place of employment as a plumber. Show month and year for each. (*Use additional sheets if necessary.*)

Employer/Firm Name: _____

Telephone: _____ Cell Phone Number: _____

Address: _____

Dates of Employment: From ____/____/____ To ____/____/____

Name of Supervising Plumber: _____

License Number of Supervising Plumber: _____

Description of Plumbing Work: _____

Employer/Firm Name: _____

Telephone: _____ Cell Phone Number: _____

Address: _____

Dates of Employment: From ____/____/____ To ____/____/____

Name of Supervising Plumber: _____

License Number of Supervising Plumber: _____

Description of Plumbing Work: _____

Employer/Firm Name: _____

Telephone: _____ Cell Phone Number: _____

Address: _____

Dates of Employment: From ____/____/____ To ____/____/____

Name of Supervising Plumber: _____

License Number of Supervising Plumber: _____

Description of Plumbing Work: _____

PLUMBER QUALIFYING QUESTIONNAIRE

Answer “yes” or “no” for each question. Do not leave any question blank.

1. _____ Have you ever applied for or received a license, certificate, permit, or registration to practice in a regulated profession under any name other than the name listed on this application?
2. _____ Have you ever been denied the right to sit for a licensure examination?
3. _____ Have you ever had a license, certificate, permit, or registration to practice a regulated profession denied, conditioned, curtailed, limited, restricted, suspended, revoked, reprimanded, or disciplined in any way?
4. _____ Have you ever been permitted to resign or surrender your license, certificate, permit, or registration to practice in a regulated profession while under investigation or while action was pending against you by any licensing agency or criminal or administrative jurisdiction?
5. _____ Are you currently under investigation or is any disciplinary action pending against you now by any licensing agency or governmental agency?
6. _____ Is any action pending against you now by either the Federal Drug Enforcement Administration or any state drug enforcement agency?
7. _____ If you are licensed in the occupation/profession for which you are applying, would you pose a direct threat to yourself, to your patients or clients, or to the public health, safety, or welfare because of any circumstance or condition?
8. _____ Have you ever been declared by any court of competent jurisdiction incompetent by reason of mental defect or disease and not restored?
9. _____ Have you ever been involved as the abuser in any incident of verbal, physical, mental, or sexual abuse?
10. _____ Have you ever been terminated from a position because of drug use or abuse?
11. _____ Are you currently using or have you recently (*within 90 days*) used any drugs (*including recreational drugs*) without a valid prescription, the possession or distribution of which is unlawful under the Utah Controlled Substances Act or other applicable state or federal law?

(Continued on the next page.)

12. _____ Have you ever used any drugs without a valid prescription, the possession or distribution of which is unlawful under the Utah Controlled Substances Act or other applicable state or federal law, for which you have not successfully completed or are not now participating in a supervised drug rehabilitation program, or for which you have not otherwise been successfully rehabilitated?
13. _____ Do you currently have any criminal action pending?
14. _____ Have you pled guilty to, no contest to, entered into a plea in abeyance or been convicted of a misdemeanor in any jurisdiction within the past ten (10) years? Motor vehicle offenses such as driving while impaired or intoxicated must be disclosed but minor traffic offenses such as parking or speeding violations need not be listed.
15. _____ Have you ever pled guilty to, no contest to, or been convicted of a felony in any jurisdiction?
16. _____ Have you, in the past ten (10) years, been allowed to plea guilty or no contest to any criminal charge that was later dismissed (*i.e. plea in abeyance or deferred sentence*)?
17. _____ Have you ever been incarcerated for any reason in any federal, state or county correctional facility or in any correctional facility in any other jurisdiction or on probation/parole in any jurisdiction?

If you answered “yes” to questions 13, 14, 15, 16, or 17 above, you must submit a complete explanation of the circumstances that occurred for EACH and EVERY conviction, plea in abeyance, and/or deferred sentence. You must also attach copies of all applicable police report(s), court record(s), and probation/parole officer report(s).

If you are unable to obtain any of the records required above, you must submit documentation on **official letterhead** from the police department and/or court indicating that the information is no longer available.

If you have formally expunged a criminal record as evidenced by a court order signed by a judge, you do not need to disclose that criminal history. **Expungement orders must be sent to the Bureau of Criminal Identification and the FBI to enable the expungement to be completed and the criminal history eliminated from the records.**

If you answered “yes” to any of the above questions, enclose with this application complete information with respect to all circumstances and the final result, if such has been reached.

A “yes” answer does not necessarily mean you will not be granted a license; however, DOPL may request additional documentation if the information submitted is insufficient.

AFFIDAVIT and RELEASE AUTHORIZATION

I am the applicant described and identified in this application for licensure, certification, or registration in the State of Utah.

I am qualified in all respects for the license, certificate, or registration for which I am applying in this application.

To the best of my knowledge, the information contained in the application and its supporting document(s) is free of fraud, misrepresentation, or omission of material fact.

To the best of my knowledge, the information contained in the application and its supporting document(s) is truthful, correct, and complete; and, discloses all material facts regarding the applicant and associated individuals necessary to properly evaluate the applicant's qualifications for licensure.

I will ensure that any information subsequently submitted to the Division of Occupational and Professional Licensing in conjunction with this application or its supporting documents meet the same standard as set forth above.

I understand that it is unlawful and punishable as a class A misdemeanor to apply for or obtain a license or to otherwise deal with the Division of Occupational and Professional Licensing or a licensing board through the use of fraud, forgery, or intentional deception, misrepresentation, misstatement, or omission.

I understand that this application will be classified as a public record and will be available for inspection by the public, except with regard to the release of information which is classified as controlled, private, or protected under the Government Records Access and Management Act or restricted by other law.

I authorize all persons, institutions, organizations, schools, governmental agencies, employers, references, or any others not specifically included in the preceding characterization, which are set forth directly or by reference in this application, to release to the Division of Occupational and Professional Licensing, State of Utah, any files, records or information of any type reasonably required for the Division of Occupational and Professional Licensing to properly evaluate my qualifications for licensure, certification, or registration by the State of Utah.

Signature of Applicant: _____

Date of Signature: ____/____/____

Printed Name of Applicant: _____

Division of Occupational and Professional Licensing
160 East 300 South, P.O. Box 146741
Salt Lake City, Utah 84114-6741
Fax: (801) 530-6511

SUPERVISION OF APPRENTICE PLUMBER

MUST BE COMPLETED BY THE EMPLOYER:

Complete this form and mail or fax it directly to DOPL or return it to the applicant for submission with his or her application.

Applicant's Name: _____

Employer/Firm Name: _____

Employer/Firm Address: _____

Employer/Firm Phone: _____ Cell Number: _____

Employer/Firm Email: _____

Plumbing Contractor's License Number: _____

Supervising Plumber Name: _____

License Number: _____ Type of License: _____

Type of Work Performed by the Company (*commercial, residential, or both*) _____

List **all** other plumbers employed by the employer/firm. Include name, license number, and type of license (*journeyman or apprentice*). Use additional sheets if necessary.

Name: _____

License Number: _____ Type of License: _____

Name: _____

License Number: _____ Type of License: _____

(Continued on the next page.)

Name: _____

License Number: _____ Type of License: _____

Name: _____

License Number: _____ Type of License: _____

Name: _____

License Number: _____ Type of License: _____

Name: _____

License Number: _____ Type of License: _____

I attest that the above name applicant for a Utah apprentice plumber license will be employed as an apprentice by the employer/firm named above and that he or she has entered into a training program approved by the Division of Occupational and Professional Licensing. I also attest that all above information is true and correct.

Signature of Employer/Representative: _____ Date: ____/____/____

Printed Name of Employer/Representative: _____ Title: _____

Phone Number and Cell Number: _____ Email: _____

***The next two forms in this application pertain to Journeyman
and Residential Journeyman Plumber applicants only.***

Apprentice applicants, stop here!!

EMPLOYER'S VERIFICATION FORM

(For Journeyman Plumbing Applicants Only)

MUST BE COMPLETED BY THE EMPLOYER:

Social Security Number: ____ - ____ - ____

Last Name: _____ Maiden Name: _____

First Name: _____ Full Middle Name: _____

Dates Employed as an Apprentice: from ____/____/____ to ____/____/____

Total hours doing plumbing work for this employer during the time period noted below:

Total Hours for JP	Total Hours for RJP	Work Experience Area	Hours Worked as Appr	Hours Worked as JP	Hours Worked as RJP
600	n/a	General pipe work including process and industrial hours.			
200	100	Use of hand tools, equipment and pipe machinery			
2,000	1,600	Installation of piping for waste, soil, sewer and vent lines			
1,400	1,200	Installation of hot and cold water for domestic purposes			
1,400	1,000	Installation and setting of plumbing appliances and fixtures			
600	600	Maintenance and repair of plumbing			
400	400	Gas piping and service piping			
100	100	Welding, soldering and brazing as it applies to the trade			
100	100	Service and maintenance of gas controls and equipment			
Totals					

- ☐ Licensed Apprentice (Appr), Journeyman Plumber (JP), Residential Journeyman Plumber (RJP)
- ☐ A Journeyman Plumber must complete at least seven of the nine work experience areas listed. A Residential Journeyman Plumber is not required to complete the "General pipe work including process and industrial hours" work area of experience. Out of the remaining eight work experience areas listed above, a Residential Journeyman Plumber must complete at least six.

(Continued on the next page.)

- ☐ Journeyman Plumber must have at least 8,000 hours of on the job work experience training and approved educational instruction in not less than 4 years **OR** 16,000 hours of on the job training in not less than 8 years as a licensed apprentice.
- ☐ Residential Journeyman Plumber must have at least 6,000 hours of on the job work experience and approved educational instruction in not less than three years **OR** 12,000 hours of on the job training in not less than 6 years as a licensed apprentice.

TO BE COMPLETED BY THE VERIFYING EMPLOYER

Name of Employer: _____

Address: _____

Phone Number: _____ Cell Number: _____

Email: _____

Plumbing Contractor's License Number: _____

I attest that the above applicant worked for this employer for the number of hours at the type of work indicated above.

Signature of Employer Representative: _____

Date Signed: ____/____/____

Printed Name of Employer Representative: _____

Title of Employer Representative: _____

Phone Number: _____ Cell Number: _____

Email: _____

Division of Occupational and Professional Licensing
160 East 300 South, P.O. Box 146741
Salt Lake City, Utah 84114-6741
Fax: (801) 530-6511

REQUEST FOR VERIFICATION OF LICENSE

(Use this form to verify licensure from another state, if applicable.)

TO BE COMPLETED BY THE APPLICANT:

If you have passed the trade exam in another state request that state to include the examination information on this form and return it to you for submission with your application.

Applicant's Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number and Cell Number: _____ Email: _____

I am requesting licensure in the state of Utah as a: _____

I am/have been licensed in your state under the name: _____

My Social Security Number is: ____ - ____ - ____

My Date of Birth is: ____/____/____

My license number in your state is/was: _____

I have enclosed your state's required verification fee in the amount of: _____

Signature of Applicant: _____ Date: ____/____/____

TO BE COMPLETED BY THE VERIFYING AGENCY:

Please furnish the information requested, sign and verify the document, and place the completed form in an envelope, seal the envelope and provide it to the applicant in person or by mail. The qualifier will include the verification of licensure with his/her Utah application. Thank you.

Name of Verifying State: _____

(Continued on next page)

Name of Licensee (*as it appears in verifying state's records*): _____

Name of Qualifying Person: _____

Classification of License Issued: _____

License Number: _____ Current Status: _____

Original Date of Licensure: ____/____/____ Expiration Date: ____/____/____

Continuously Licensed:

☐ Yes ☐ No, please explain: _____

Licensed By:

☐ Exam, Type: _____ Date: ____/____/____

☐ Endorsement, From What State _____

Examination Scores: _____

Education Required For Licensure: _____

Disciplinary Action or Pending Disciplinary Action:

☐ No ☐ Yes, please provide certified copies of all Petitions, Orders, etc.

Signature: _____ Date: ____/____/____

Printed Name: _____ Title: _____

(SEAL)

Phone Number: _____

Email: _____

Agency: _____